

STANDARD FORM NO. 64

Approved For Release 2000/08/22 : CIA-RDP61-00274A000100140004-8

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*Office Memorandum* • UNITED STATES GOVERNMENT

TO : Management Officer

FROM : Acting Executive

SUBJECT: Personnel of the Fiscal Division

Document No. 600 DATE: 13 April 1950  
NO CHANGE

Classified TO: TS

BDA Memo, 4 Apr 77

Auth: BDA REG. 77/1763

Date: 21 Feb 78 By: OR

1. I have discussed the attached management report and reply thereto by the Chief, Administrative Staff, with Mr. [REDACTED] personally.

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2. I have informed [REDACTED] -

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a. That the T/O for his Fiscal Division will be reduced immediately by two positions from the Travel Branch, and one position from the Payroll Branch.

b. That further consideration will be given to the comparative need of a fiscal inspector in his Fiscal Division, with the probable result of this position being also eliminated and transferred to the Finance Division, Special Support Staff.

c. That the position recommended for reduction in the Fiscal Processing Branch of the Fiscal Division will not be eliminated at this time.

25X1A9a 3. In connection with the need for establishing a position of Deputy Chief, Personnel Division, [REDACTED] has stated that he feels he can obtain the grade for this position by readjustment within the current authorization for the Personnel Division without adding to its T/O. Please coordinate this matter with him and with the Personnel Director and get it settled soon.

4. The Chief, Personnel Division, will take appropriate action to adjust the assignments of personnel now in process for the Fiscal Division who may become excess to the needs of that Division by the above action. It is contemplated that this personnel will be diverted to the Finance Division, Special Support Staff, to assist in meeting their increased requirements.

5. I have taken no action nor given any official consideration to the other matters brought up in the attached management survey. Please coordinate with the Chief, Administrative Staff, and any other activity concerned in connection with either equitably settling any remaining differences or making further recommendations, together with any dissenting reports, to this office.

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Cys to:  
Personnel Director

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